



Barcelona, March 21, 2025

ANSWERS TO QUESTIONS

Procedure: Building a framework for impact assessment for the UfM - 13 - PRO567CAB-2024

With reference to the above-mentioned procedure, please find below the answers to the questions posed by the interested companies:

REQUEST FOR CLARIFICATIONS Nr. 1 (dated Monday 10/03/2025 18:41)

Question 1: *If I understand correctly, there's no request to share the full CVs of the key experts, but only of their profiles, is this right?*

Answer: Your understanding is correct. The Organisation and Methodology should include the name of experts and their profile, which should highlight only the elements relevant to the requirements of the terms of reference. Therefore, no expert's profile (Annex IV) should be submitted for experts.

Question 2: *The tender requests data (such as financial statements, average manpower, and number of managerial personnel) for the last three years. Our company was created a year ago, therefore such information isn't available yet: does it mean we cannot participate in the tender?*

Answer: Recently established organizations that cannot provide the requested financial turnover are not excluded from the tender. Your company may still participate, provided that you can demonstrate your financial and economic capacity by relying on the capacity of other entities (please refer to tender submission form for further information).

REQUEST FOR CLARIFICATIONS Nr. 2 (dated Tue 11/03/2025 09:38)

Question 3: *Task 4: Is it expected that the project covers the costs of software (piloting, licenses etc.)?*

Answer: The contractor is expected to conduct a benchmarking study and propose suitable methodological and digital tools. Covering costs related to software, such as piloting or licenses is not required.

Question 4: *Task 5: Is it expected that the training developed is also delivered/implemented within the project or does the task only concern developing the training strategy, material, guidelines etc?*

Answer: The contractor is expected to both develop the training strategy, materials, and guidelines, as well as deliver the training to UfM staff and key stakeholders. This includes providing user-friendly guidelines, tailored training modules, and interactive learning methods to ensure effective implementation. Additionally, the contractor should provide recorded training sessions and documentation to support future staff after the framework is established.



REQUEST FOR CLARIFICATIONS Nr. 3 (dated Tue 11/03/2025 19:38)

Question 5: *Could you kindly confirm the estimated dedication, in hours, for each profile?*

Answer: The estimated dedication, in hours, for each profile is not predefined. It is up to the tenderer to determine and propose the necessary level of effort based on the scope of work, deliverables, and project requirements. The proposed allocation should be adequately justified to demonstrate the tenderer's capacity to meet the contract objectives efficiently.

Question 6: *When is the confirmation of the execution of Task 5 expected? Should this task not be carried out, would it result in a variation in the final price?*

Answer: The execution of Task 5 is confirmed; however, the date for the training is still to be determined. Once finalized, it will be communicated accordingly. As Task 5 is part of the agreed scope, its implementation will not result in a variation of the final price

Question 7: *With regard to the criterion "Support facilities and involvement of all members of the consortium," in the case of a single entity submitting a proposal, would the full score be automatically awarded, as has been the case in previous tenders?*

Answer: If the proposal is submitted by a sole tenderer, the total score allocated to this criterion may be awarded based on the assessment of the tenderer's capacity alone.

REQUEST FOR CLARIFICATIONS Nr. 4 (dated Wednesday 12/03/2025 07:08)

Question 8: *We are interested in applying for the following RFPs on your website and are checking our eligibility as a UAE registered company. Could you let us know please.*

Answer: Participation is open to all natural persons who are nationals of and legal persons which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under Article 24(1) of Regulation (EU) N° 2021/947. Tenderers must state their nationality in their tenders and provide the usual proof of nationality under their national legislation. Participation is also open to international organisations.

The entities of these countries can only participate in procedures where the country itself is a beneficiary of the action, i.e., countries of the European Union and 16 countries of the Southern and Eastern Mediterranean (refer to <https://ufmsecretariat.org/who-we-are/member-states/>).

Economic operators with a legal base in UAE are not eligible to participate in UfM procedures.



REQUEST FOR CLARIFICATIONS Nr. 5 (dated Wednesday 14/03/2025 10:03)

Question 9: *Regarding Task 4, which focuses on "identifying and developing user-friendly tools for the Methodology for Implementation", we would like to clarify whether the expected deliverables are limited to benchmarking, methodological and digital tool proposals, and ensuring compatibility and sustainability with existing IT infrastructure, or whether the task also involves the actual development and technical implementation of a platform or system.*

Answer: Task 4: identify and develop user-friendly tools to use the Methodology for Implementation:

- Deliver a benchmarking of user-friendly software available in the market that fit UfM needs in terms of efficiency, cost and sustainability taking into account UfM internal capacities.
- The benchmarking should include:
 1. a generic benchmarking, including a comparison of best practices in integrating MEL software in organisations similar to the UfM and
 2. a product benchmarking study detailing the initial cost and annual cost of the software, as well as maintenance costs if any, the modalities of use, including quick guidelines with graphic demonstration of the interfaces of the different tool identified and an example of use for the UfM.
- Propose methodological and digital tools available in the market that include features for data collection, management, analysis, and reporting specifically tailored for impact assessment.
- Provide technical support to ensure compatibility and sustainability of these tools with existing IT infrastructure, including financial system, and other IT systems used within the UfM.
- Allow for intuitive interface and ease of use to facilitate adoption by staff members, while enhancing strong data security measures to protect sensitive information.
- Where necessary provide technical support related to the technical integration of a MEL software and propose solutions for future necessary updates.